

JOB DESCRIPTION

Job Title:	Assistant Bursar (Finance)
Reports to:	Bursar
Purpose of Job:	To support the Bursar in the effective management of the School's finance, accounting and financial control functions, ensuring accurate records, timely reporting and compliance with agreed procedures.
Management role:	Provide day-to-day finance supervision and support to colleagues undertaking purchase ledger and payroll administration, as required.
Hours of Work:	The post is a full-time position for 5 days per week. This position is throughout the year (including school holiday periods) with 25 days holiday a year, plus statutory bank holidays.

Main Duties and Responsibilities

The Assistant Bursar (Finance) will undertake duties appropriate to the role as required by the Bursar. The responsibilities below are not exhaustive and the post holder will be expected to work flexibly and collaboratively to meet the needs of the School.

1. Finance, Accounting, Reporting and Controls

- Maintain accurate accounting records and support the effective operation of the School's finance systems, including nominal ledger, purchase ledger, sales ledger and balance sheet controls.
- Prepare monthly balance sheet reconciliations, bank reconciliations and other control account reconciliations, resolving queries promptly and maintaining clear supporting records.
- Prepare or support the preparation of monthly management accounts, budget monitoring reports and financial information for the Bursar, Senior Leadership Team and Governors as required.
- Monitor agreed budgets, prepare variance analysis and provide routine financial information and commentary to support budget holders and the Bursar.
- Support annual budget preparation, forecasting and financial modelling, including salary, staffing, fee income and non-pay cost assumptions.
- Prepare and process supplier payments, reconcile supplier statements and resolve supplier and budget holder queries.
- Manage cash, petty cash, floats, banking processes and routine cashflow monitoring, escalating any concerns to the Bursar.
- Prepare quarterly VAT returns, annual VAT reconciliation and maintain records to support VAT compliance.
- Oversee the preparation of school bills, lettings invoices and other income-related administration, ensuring pupil and customer accounts are accurate.
- Monitor fee debtors and aged balances, support credit control processes and escalate concerns in accordance with agreed procedures.

- Support the administration and financial recording of bursaries, scholarships, remissions, extras, deposits, payment plans and fee adjustments as required.
- Maintain and review finance procedures, internal financial controls, audit trails, delegated authority arrangements and segregation of duties.
- Support fraud prevention controls, transaction checks and compliance with the School's financial policies and procedures.
- Support the Bursar and Accountant with audit preparation, statutory accounts information, financial reporting and year-end processes.

2. Payroll and Pensions Administration

- Assist the HR Officer with the operation of the School's payroll processes, including monthly checks, calculations, corrections and reconciliation to finance records.
- Support payroll onboarding and offboarding processes in conjunction with HR, ensuring starters, leavers, contract changes and salary adjustments are processed accurately.
- Assist with statutory payroll documentation and returns, including P45s, P60s, P11Ds and related records.
- Support pension administration, including liaison with pension providers, contribution checks, record maintenance and resolution of routine pension queries.
- Support payroll-related reporting for budgeting, forecasting, audit and management information purposes.
- Maintain confidentiality, accuracy and appropriate access controls in all payroll, pension and staff-related financial matters.

3. Procurement and Financial Administration

- Ensure purchase orders, invoices, credit notes and delivery records are processed in accordance with the School's financial procedures.
- Support budget holders with procurement queries, expenditure monitoring, coding, approvals and routine finance information.
- Maintain control of purchase orders, supplier accounts, supplier records and payment documentation.
- Promote value for money, clear documentation and compliance with delegated financial authority.
- Maintain records of key finance-related contracts, leases, service agreements and renewal dates, supporting review and renewal processes as required.
- Provide financial information required for insurance renewals, asset records, grants, fundraising, restricted funds or other finance-related submissions where applicable.
- Support compliance with charity, company, tax, data protection and school-specific financial reporting requirements relevant to the role.

4. Finance Systems, Data and Process Improvement

- Act as a finance systems super-user, supporting the effective use of accounting, payroll, billing, banking and related school systems.
- Maintain high standards of financial data quality, including supplier, customer, nominal code, payroll and pupil account data where relevant.
- Support user access controls, system permissions and appropriate segregation of duties within finance-related systems.

- Identify opportunities to improve finance workflows, reduce manual processing, strengthen controls and improve reporting.
- Support system integration and data reconciliation between finance, payroll, MIS, billing and other operational systems.

5. Team Supervision and General Responsibilities

- Provide day-to-day supervision, guidance and support to colleagues undertaking finance, purchase ledger and payroll administration tasks, as delegated by the Bursar.
- Help allocate and coordinate finance workload around key cycles including billing, payroll, VAT, audit, management accounts and year-end.
- Provide training and guidance to finance colleagues and budget holders on finance systems, procedures and good financial practice.
- Deputise for the Bursar on routine finance matters where appropriate and within agreed limits of authority.
- Work collaboratively with the wider bursary, HR, academic and operational teams to support the effective financial administration of the School.
- Undertake any other reasonable finance-related duties consistent with the nature and level of the post as required by the Bursar.

6. General Responsibilities

- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To cover for absent colleagues when required.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook.
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Bursar and the Deputy Head, Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Bursar or Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Date created: August 2026

Person Specification – Assistant Bursar (Finance)

Criteria	Essential	Desirable
Education and Qualifications	• ACA/ACCA/CIMA qualification.	
Knowledge and skills	The ideal candidate will be a qualified finance professional who will have strong technical and commercial capabilities, but also skills such as excellent communication, a natural enthusiasm and flexibility to engage across a broad variety of activities: • Proven and successful background in all aspects of financial and management accounting. • Excellent knowledge of financial and payroll systems. • Excellent IT literacy including relevant MIS experience. • Awareness of Company and Charity law. • Understanding of General Data Protection Regulations (GDPR). • Self-starter with a high level of time management and planning skills. • Ability to work collaboratively in a team.	• Use of school database applications
Experience	• Experience of budget monitoring and management.	• Experience gained in a school environment. • Experience of events organization. • Experience of project management.
Personal competencies and qualities	• Ability to communicate succinctly and effectively both orally and in writing, using appropriate language. • High level of honesty and integrity. • Ability to reflect, review, learn and change if appropriate. • Strong intellect coupled with a sense of humour. • Able to foster good working relationships with all members of the School community (staff, pupils, parents/carers and visitors) either in person or on the phone. • Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner.	

	• Friendly and approachable with a can-do mind-set. • Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations. • High degree of personal motivation, initiative, energy, creativity and drive. • Ability to build good relationships with parents and colleagues, including working collaboratively within a team and an ability to take direction. • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.	
Other requirements	• Knowledge of safeguarding children legislation and good practice. • Support ethos, values and aims of St Hugh's.	